

EDITED TASK LISTING

CLASS: ASSOCIATE ARCHITECT

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Assists clients in the program derivation, planning, development of architectural plans and elevations, materials, colors, and finishes for minor capital outlay, Section 6.00 and special repair projects to ensure code compliance and project requirements are met using various resources (e.g. design criteria guidelines, building codes, policies, DOM, etc.) as scheduled on a statewide prioritized list.
2.	Manages in-house design projects that are architectural in nature with emphasis on the coordination of architectural features with various engineering disciplines during the development stage to ensure conceptual design conforms to the requirements of the Capital Outlay Budget Change Proposal as scheduled by the fiscal year budget.
3.	Coordinates architectural and engineering issues (e.g. Request for Information, change orders, construction bulletins, submittal review and approvals) during the construction phases of the less complex projects to ensure buildings are being constructed according to the plans and specifications utilizing various resources (e.g. plans, specifications, knowledge of construction, etc.) as needed.
4.	Directs the work of engineering, security and planning teams to produce complete and accurate documents and/or correspondence utilizing various resources (e.g. codes, manuals, knowledge, interpersonal skills, industry standard techniques, etc.) as necessary.
5.	Interacts with personnel (e.g. capital outlay unit, procurement staff, Institutions Division, Health Care Services Division, etc.) to provide information, maintain design standards, etc. using codes, manuals, knowledge, interpersonal skills, industry standard techniques, etc. as needed.
6.	Interacts with private contractors, state Construction Supervisors, institution staff and capital outlay staff to provide information, resolve construction issues, ensure construction quality, maintain design standards, etc. using codes, manuals, knowledge, interpersonal skills, industry standard techniques, etc. within specified timeframes.
7.	Produces and coordinates the less complex design and construction documents to accurately define the building construction parameters and quality, using various resources (e.g. computer drafting, standard design documents and specifications, etc.) as required for each project.
8.	Reviews Section 6.00, service requests, and branch assignments to provide recommendations and information to the Capital Outlay Unit, institutions and branch chief(s) using various resources (e.g. codes, site investigations, knowledge, design criteria guidelines, etc.) as requested.
9.	Reviews construction documents of major capital outlay projects prepared through the Department of General Services to ensure conformity with departmental construction standards for the use of the Inmate Day Labor Program.

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10.	Prepares effective written correspondence for management, institution personnel, and others to provide analysis, direction, and/or information using various resources (e.g. software, hardware, reference manuals, plans, specifications, etc.) as necessary.
11.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to provide accurate information and establish and maintain effective working relationships in all situations.
12.	Performs on-site construction observations to ensure conformance with codes, specifications, and the Testing and Inspection Program utilizing visual observation, various engineering equipment, reporting procedures, etc. as required by each project specifics.